

DETAILED PROPOSAL SHEET

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1. OBJECTIVE;

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To replace the NIS [REDACTED] program, it is proposed that [REDACTED] be directed by the Assistant Director for Central Reference to institute the [REDACTED] described herein. The intent of the scheduled production program would be to ultimately provide users with a readily available [REDACTED] reference library on a country basis. The [REDACTED] volumes of the library would be more realistic in scope in that both the number and length of reports would be subject to operationally practical limitations while still providing sufficient information on [REDACTED]. Timeliness would be assured by utilizing the Register's work-a-day production, almost as a by-product, to provide up-dating supplements to the original core of reports.

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2. COVERAGE

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Initially, reports will be prepared on a "core" group of 35 to 50 [REDACTED] in the category of "average" countries, and 100 to 200 for larger or higher priority countries such as the USSR and Communist China. Considerable latitude, however, must be permitted in this respect: not simply with regard to the final number chosen within the pertinent category (i.e., how many countries within the 35 to 50 or within the 100 to 200?) but also with regard to which country should be considered within which category. Some countries lie somewhere between the suggested categories and a responsible section chief will justifiably recommend that 70 or 75 reports, for instance, are necessary.

3. FORMAT (COVER)

Green plastic, looseleaf binders; two-inch models for the larger countries and one-inch versions for the smaller nations, each respectively having an estimated capacity of 300 and 150 sheets.

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Face and spine would be lettered in aluminum or white.

Preliminary cost estimates indicate that the binders would cost an average of about \$1.50 each in lots of five thousand, including the necessary lettering, which would be done by the manufacturer since the spine must be printed before the binder is assembled. It has been indicated that there would be no security objections to letting an external contract for this purpose.

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To produce a product which is clearly identifiable as originating in [REDACTED] the title [REDACTED] is recommended. Except for the title and series designator, the cover text would follow the normal [REDACTED] pattern (Attachment A). The series designator, to avoid confusion with other Register series, would be CIA/CR [REDACTED] assuring unique and unmistakable identification. Where feasible, several smaller countries will probably be grouped together in one binder - e.g., Eastern Europe.

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The Preface would indicate the nature of the new series, explain the "core" principle and automatic updating. As the program matures, consideration can be given to prefaces of an evaluatory nature, governmental [REDACTED] lists and similar items, all of which could be disseminated as supplements. Pages would probably be arranged alphabetically rather than paginated.

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4. FORMAT (REPORTS):

Letter-size, not normally to exceed two pages backed up. (In order to utilize the major production effort in which the USSR Section is now engaged for the DD/I Soviet Succession Committee, the 150-multi-page reports will also be used for the USSR Handbook scheduled for production in September. Each [REDACTED] will carry its own classification/control as well as the date of preparation.

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Reports will follow a new format. First, the Register has developed a new basic report format (Attachment B) which will be followed in preparing all reports except those which require special tailoring - e.g., contributions to Presidential Briefing Books. The mat upon which the report is typed will have typist's guidelines for country name in upper left and

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25X1B [redacted] in upper right. The latter, contrary to normal practice will be typed [redacted] in order to put [redacted] to the outside edge of the page for user convenience. [redacted] 25X1B
25X1B [redacted] if required, and additional space for the [redacted] typed as far to the right as possible. Also on the mat, in the upper left hand area under the country name, will be an Agency seal about 1 1/2" x 2" rather than typed attribution. The Group 1 stamp will also be pre-printed, appearing in the lower right hand corner. In converting this basic report to a Handbook supplement (see paragraph (5) below), 25X1B
25X1B the Agency seal on a clean copy will be covered by [redacted] 25X1B
25X1B [redacted] via the photo-offset method on glossy stock (Attachment C).

5. UPDATING:

25X1B The original core group of reports will be supplemented (maintained) whenever [redacted] report, prepared according to the new basic format, for any purpose and on [redacted] country for which a Handbook exists, is deemed of sufficient significance to merit inclusion in the Handbook. 25X1B
25X1B Necessary conversion steps will be taken as described in paragraph 4 above and the updating supplement run off and disseminated [redacted] 25X1A
The supplements can be printed and disseminated individually as they are produced; or clean copies of the basic report "banked" by the producing section, then converted, printed and disseminated quarterly. The former is not considered feasible because of the very difficult problem it would pose in storage and servicing for Records Center and quarterly dissemination is therefore recommended. Each quarterly batch, as disseminated, would be covered by an appropriate explanation sheet which, inter alia, would indicate whether the supplements are replacements or additions.

6. COMPLETE REVISIONS:

25X1B Regularly scheduled revisions are planned but the time element must await the Register's experience during the first two or three years of the program's life. During that time the effectiveness of the updating technique can be assessed, particularly the degree to which it slows down the rate of obsolescence of the volume. In all probability, however, it will be something in the neighborhood of four years. Presumably it would entail preparation of a new core list, matching it against the original core, updating reports [redacted] and preparing new reports on [redacted]

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7. PRODUCTION SCHEDULE:

The first [] Production Schedule (Attachment D) has been designed to give maximum emphasis, to the limit of the Register's internal capabilities and workload, to the areas of greater intelligence priority - i.e., the Bloc and "neutral" areas.

8. TAKE-OVER ANNOUNCEMENT:

Immediately upon approval of the plan, arrangements will be made with the DAD/BI to prepare and issue a joint notice to all [] users. In addition to noting the transfer of [] responsibility, the announcement will describe the new program and include a request for requirements.

9. DISSEMINATION:

Initially at least, dissemination will conform to OBI's most recent [] distribution schedule unless or until responses to the Request for Requirements noted in paragraph 8 above require changes.

10. COORDINATION:

In the preparation of core reports for a country handbook, the procedure of soliciting DIA for military contributions will be continued. Since the initial list will only be a core list, a base to which additional reports will be subsequently added, it will not normally be necessary to coordinate the lists with State Department's political or research desks. Whenever there is a need for information on a core subject, however, the appropriate Foreign Service post will be asked to provide that information at a sufficiently early date. Requests to both DIA and the Foreign Service will contain deadline dates.

11. OPERATIONAL SCHEDULE:

Preparation of draft reports has been resumed in all areas. The Albanian reports are complete, having been carried over from the Register's FY '63 [] Production Schedule, and other areas are in various stages of completion. Technical details have been coordinated with [] and availability of supplies has been ascertained (estimated four-week delivery time).

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